



## TRAINING COORDINATOR PORTAL LAGOV EMPLOYEES (P IDS) ONLY QUICK REFERENCE CARD

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Log into **LEO**

From the **Louisiana.gov** page, locate Online Services and click  
[LEO: Louisiana State Employees Online](#)

or

enter this address: <https://leo.doa.louisiana.gov/>  
click **Training Coordinator** tab

### Prebook Participant for ILT Course (LSO\_PV00)

- 1) Click .
- 2) Click in the **Course Type** field and click (Matchcode) button to search for a Course Type.
- 3) Enter a portion of the Course Name as a search string after the \* for wildcarding in **Search Term**, click , select the course type from the Search list and click .
- 4) Enter the employee's personnel number in **Person** field.  
or  
Click (Matchcode) to search, change the **Category** to **Last name – First name**, enter the employee's name in the fields and click . Select the employee from the search list and click .

- 5) Press **Enter** to display available course offerings.
- 6) Click button if no course offerings available to suit the employee's needs.
- 7) Enter a Prebooking **End Date**.  
**Note:** The Prebooking End Date should indicate date by which the employee must have the Course Type completed.
- 8) Click . Message "**Participant was prebooked for the course type**" displays.
- 9) Click to close this iView window.

### Book Participant (LSO\_PV00)

- 1) Click .
- 2) Click in the **Course Type** field and click (Matchcode) button to search for a Course Type.
- 3) Enter a portion of the Course Name as a search string after the \* for wildcarding in **Search Term**, click , select the course type from the Search list and click .
- 4) Enter the employee's personnel number in **Person** field.  
or  
Click (Matchcode) to search, change the Category to **Last name – First name**, enter the employee's name in the fields and click . Select the employee from the search list and click .
- 5) Press **Enter** for the available Course Offerings to display.
- 6) Select the appropriate course date.
- 7) Click and .  
The message "**Participation was booked**" displays.  
If you receive the warning message "**There is already a prebooking for the same course type**", click to complete the booking and cancel the prebooking.  
**Note:** If you receive a error message, click to clear the error.
- 8) Click to close this iView window.

### Replace Participant (LSO\_PV00)

- 1) Click .
- 2) Click in the **Course Type** field and click (Matchcode) to search for a Course Type.
- 3) Enter a portion of the Course Name as a search string after the \* for wildcarding in **Search Term**, click

- , select the course type from the Search list and click .
- 4) Press **Enter** for available Course Offerings to display.
  - 5) Enter the personnel number in **Person** field to be replaced.
  - 6) Click > **Participation** > **Replace** from the dropdown.
  - 7) Click .
  - 8) On the Replace Participant iView enter **P** (Person) for **Typ** and the number of person you want to have the seat in the **Attendee** field.
  - 9) Click . Message "**Participant was replaced**" displays.
  - 10) Click to close the Prebook Data iView window.

### Cancel Participant from Course (LSO\_PV00)

- 1) Click .
- 2) Enter the employee's personnel number in **Person** field.
- 3) Click .
- 4) Select the entry (course) to be cancelled. Be careful to select the correct one.
- 5) Select a **Reason Canceled** from the dropdown list and click . The message "**Participation booking was cancelled**" displays.
- 6) Click to close this iView window.

### Add Work Phone/Email (PA30)

- 1) Click .
- 2) Enter the employees **Personnel No.** in **Person** field and click the (Change Particpnt) button.
- 3) Enter a **Period From** date (today) and a **To Date** (12/31/9999).
- 4) Enter **0105** in the **Infotype** field and **0010 (E-mail)** or **0020 (work phone)** in the **STy (Subtype)** field. Click to verify if an email or phone number record exists.
- 5) If it does not exist, click to add a record.
- 6) Enter **ID/number** (email address) or **Telephone** (phone number).
- 7) Click . Message "**Record created**" displays.  
**Note:** If you receive a message stating **ID/Number already used for Person number 9999**, verify if it is a shared email address or the person's supervisor's email address. If so press the **Enter**.
- 8) Click to return to the **Book Participation** screen **OR** to close this iView window.

Update Work Phone/Email (PA30)

- 1) Click .
- 2) Enter the employees **Personnel No.** in **Person** field and click the (Change Participant) button.
- 3) Enter a **Period From** date (today) and a **To** Date (12/31/9999).
- 4) Enter **0105** in the **Infotype** field and **0010 (E-mail)** or **0020 (work phone)** in the **STy** (Subtype) field and click the button.
- 5) Enter the updated email or telephone number and click . The Warning message “**Record valid from \_\_/\_\_/\_\_ to \_\_/\_\_/\_\_ delimited at end**” displays.
- 6) Click again and message “**Record created**” displays.
- 7) Click to return to the **Book Participation** screen **OR** click to close this iView window.

Subscribe Learner to Course Program (LSO SUBSCRIBE CP)

- 1) Click .
- 2) Click in the **Course Program** field and click (Matchcode) button to search for a Course Program.
- 3) Enter the Course Program name or a portion of the Course program as a search string after the \* for wildcarding in **Search Term** and click .
- 4) Double click on the correct Course Program.
- 5) Enter the **Due Date** by which the employee should complete the program.
- 6) Enter the Personnel number in **Person** field or click to search for a student.
- 7) Click . Message “**Course program was subscribed**” displays.
- 8) Click to close this iView window.

Change Course Program Subscription (ZP239)

- 1) Click .
- 2) Enter the employee’s personnel number in **Person** field.
- 3) Click in the **Course Program** field and click (Matchcode) button to search for a Course Program.
- 4) Enter the Course Program name or a portion of the Course Program as a search string after the \* for wildcarding in **Search Term** and click .
- 5) Double click on the correct Course Program.
- 6) Click .

- 7) Enter the new **Due Date**.
  - 8) Click . Message “**Subscription due date successfully updated**” displays
  - 9) Click to close message and click to close this iView window.
- NOTE: The Due Date will revert to previous due date. Run the training transcript to verify corrected due date.**

Cancel Course Program Subscription (ZP239)

- 1) Click .
- 2) Enter the employee’s personnel number in **Person** field.
- 3) Click in the **Course Program** field and click (Matchcode) button to search for a Course Program.
- 4) Enter the Course Program name or a portion of the Course Program as a search string after the \* for wildcarding in **Search Term** and click .
- 5) Double click on the correct Course Program.
- 6) Click .
- 7) Click . Message “**Subscription successfully cancelled**” displays.
- 8) Click to close message and click to close this iView window.

Cancel Prebooked Participant (LSO PV00)

- 1) Click .
- 2) Click in the **Course Type** field and click (Matchcode) button to search for a Course Type.
- 3) Enter a portion of the Course Name as a search string after the \* for wildcarding in **Search Term**, click . Select the course type from the Search list and click .
- 4) Double click on the correct Course Name.
- 5) Click button to view the list of prebooked employees.
- 6) Select the employee’s name in the list and then click .
- 7) Click to confirm. Message “**Prebooking has been deleted**” displays.
- 8) Click to close the Prebookings iView and then to close this iView window.

Follow up Course Program for Learner

- 1) Click .
- 2) Enter the learner P or H number.
- 3) Click in the **Course Program** field and click (Matchcode) button to search for a Course Program.
- 4) Enter the Course Program name or a portion of the Course program as a search string after the \* for wildcarding in **Search Term** and click .
- 5) Click .

**Run Course Program Participation Report (ZP218)** - Retrieves detail Course Program subscriptions.

**Run Course Program Subscription Overview (ZP234)** – Outputs courses required to complete programs for learners, by course type and by course program.

**Run Training Activities Report (ZP175)** – Outputs training statuses for employees in your agency. May be run to include prebookings, bookings, cancellations and/or completions.

**Run Training Transcript (ZP219)** - Retrieves an employee’s course/program completions and qualifications received in transcript form.

**Run Course Information Report (LSO\_RHSEMI60)** – Provides a listing of courses with dates, times, locations and instructors.

**Run Communication Report (ZP152)** - Provides a listing of employee email address for LSO correspondence and work telephone.

**Run Employee Qualifications Report (ZP174)** – Outputs training completion information and any certifications and licenses the employee holds that were entered in LaGov.

**Refresh Course Catalog (ZS13)** – Updates the Course Catalog for recently added courses.

**Run Reference Personnel Number Report (ZP80)** – Show any additional personnel numbers for employee.

Message Types	
	Stop - Error condition exists, Must be corrected.
	Changes are correct, No errors or warnings exist.
	Warning condition exists, Verify data



Pop-up blockers must be **disabled** and **\*.louisiana.gov** address added as a trusted site to allow TC windows and Web-Based Courses to open correctly.